



STATE OF TENNESSEE
TENNESSEE COMMISSION ON CHILDREN AND YOUTH

Andrew Johnson Tower, Ninth Floor
710 James Robertson Parkway
Nashville, Tennessee 37243-0800
(615) 741-2633 (FAX) 741-5956
1-800-264-0904

BUDGET AND DATA COMMITTEE

Montgomery Bell State Park
Thursday, November 2, 2006
2:45 p.m. – 3:48 p.m.

MINUTES

Committee Members Present

Jim Ford, Chair
Dennis Clark
Cindy Durham
Tim Goldsmith
Marti Herndon
Trudy Hughes
Susan Lawless-Glassman
Carlton Lewis
Dwight Stokes
Nancy Williams
Jo Ann Yates

Committee Members Absent

Natasha Blackshear
Charles Hutchins

Guest

Maureen Abbey

Staff Members Present

Pam Brown
Emel Eff
Faye Mangum
Ashok Midha
Vickie Morgan
John Nixson
Linda O'Neal
Debrah Stafford
Vicki Taylor
Zanira Whitfield

Ford called the meeting to order at 2:57 p.m.

I. Approval of July Minutes

IT WAS MOVED (LEWIS) AND SECONDED (LAWLESS-GLASSMAN) TO APPROVE THE JULY BUDGET AND DATA COMMITTEE MEETING MINUTES. UNANIMOUSLY CARRIED.

II. TCCY Media Coverage Update

Brown referred to the Media Report indicating the number of articles, 96, showed we had exceeded the number of articles this year from previous years but were a little lower in contacts. Ford recommended all members read an article about Michelle Crowley written by previous Making KIDS COUNT media award winner Dwight Lewis and distributed to all members via e-mail. Delk reported three press releases were distributed since the last meeting to inform the media about the Lights On After School day and juvenile justice grants awarded.

III. Making KIDS COUNT Media Award

Brown reminded Committee members the time has come to nominate people for the Making KIDS COUNT Media Awards. Only staff and commission members may make nominations. Brown requested video clips for broadcast media applicants, if possible. Brown commended Judge Stokes for submitting the first nomination. Ford urged people to honor media who are doing good work.

IV. The Advocate Update

Delk reported since the last commission meeting TCCY released a newsletter on creating positive learning environments for school safety. A number of the interns worked on it. Delk reported Early Childhood Education staff in our building printed and distributed the article.

The next newsletters will be on children's mental health, aging out and transitioning from state custody. KIDS COUNT staff will develop a list of topics for next years' editions of *The Advocate* and would appreciate suggestions from committee members. Delk reminded committee members that we do not mail printed copies but distribute information through our Listserv about the availability of the newsletter on the web. TCCY continues to get requests to be added to the mailing list.

O'Neal reported that the director of school safety for the Department of Education complimented the newsletter.

V. Web Stats

Brown reported on the top 10 visited areas. The Compilation continues to be our most popular category of hits. Ford noted that the number of hits had risen significantly in the past three years.

VI. KIDS COUNT: The State of the Child Release

Brown reported *KIDS COUNT: The State of the Child in Tennessee* was released in August. Because it was a regional book, we had fewer media calls in central office and more calls to field staff. Articles from smaller weekly papers have come in over time with localized stories for their audience. Brown reported this was unusual because there usually is a flurry of activity at the time of release. Ford raised a question about the length of time between national and statewide books.

Brown reported we had just completed our grant application for another year of Casey Foundation KIDS COUNT funding.

VII. Budget Update

O'Neal stated TCCY's accounting staff with the help of Sue Atwood, a retired state employee hired on a 120 day contract, and Finance and Administration staff, especially Maureen Abby, completed the 2005-06 year end closing. Unexpended state funds of \$19,500 were returned to the state's general fund. The agency recovered from the circumstance of 2004-05, and state funds covered planning and administrative costs of the federal grants to enable the agency to get back on track using the most appropriate year of federal funding. Cost centers have been assigned to expenditures, which has been an important management tool in adding specificity and understanding to our accounting. Abbey's alertness made sure we expended all a federal grant that was expiring.

Because of reductions in the Juvenile Accountability Block Grant funding there is a reduction in the percentage of these funds that can be applied to planning and administration. Through appropriate staffing reallocation to available state dollars, core functions of the agency are no longer covered by federal funds. Since the state did not reduce the funds originally allocated to match the federal dollars, these funds have been used to replace the reduced federal funds required for administration.

To address funding constraints, O'Neal pointed to the abolition of five positions. TCCY received 100 percent state or interdepartmental funds for the salary upgrades (class compression, etc.) this year. The budget for this year reflects the reduction in positions.

VIII. Shared Services Update

O'Neal reported progress had been made toward purchasing shared services from Finance and Administration. Effective November 1, Abbey is officially the TCCY fiscal officer. Vickie Morgan will remain on TCCY's payroll but move physically to the offices of Finance and Administration. John Nixon will remain at TCCY to process travel claims and do other accounting activities. Ashok Midha is leaving TCCY to go to the Department of Transportation.

Sue Atwood also has another 120 day contract to provide assistance in these transitions. Funds available from not filling the Accountant II or budget officer position will be used to pay for these services. Finance and Administration has not charged us for the work done up to this point. These arrangements will give us access to staff with the experience and skills needed to get us ready for the state's new consolidated and updated information system, the Edison Project or the Enterprise Resource Project. F&A plans to create a separate division to provide these shared services but hit a snag in legislative approval delaying implementation.

IX. Budget Submission

O'Neal stated TCCY's budget was submitted before September 30 as required by law. Only one of the improvement items approved by the Commission – funding for an assistant director position – was included in the Governors budget.

Reconsideration of the budget led to the conclusion that the agency could get by without increasing state funding to cover the lost federal funds and an awareness that CPORT interagency funds were actually underspent the past two years by about the amount of money that the agency was requesting. If later in the year this is found to have been too optimistic, an administrative amendment can be requested.

O'Neal said apprehensions about using shared services were that the agency and staff would not get the support needed for budget management and to advocate for agency needs. O'Neal expressed her appreciation of the support and assistance provided by Abbey.

Abbey and O'Neal attended a pre-Budget Hearing with Finance and Administration (a separate and distinct division from Abbey's) another meeting is scheduled for Monday, November 6. Durham and Ford are planning to attend.

X. Other Business

Ford reported Stafford had submitted a plan for monitoring the grants, which was found to be satisfactory. Ford stated the plan would appropriately monitor the grants, avoid duplicating efforts and create a work plan for juvenile justice specialist staff and coordinators that was not unnecessarily onerous.

IT WAS MOVED (CLARK) AND SECONDED (LAWLESS-GLASSMAN) TO ADJOURN. UNANIMOUSLY CARRIED.

Meeting adjourned at 3:48 p.m.

Minutes Submitted by:

Minutes Approved by:

Pam Brown, Director KIDS COUNT

Jim Ford, Chair

H DRIVE/SHARED FILES/COMISSION/MINUTES FOLDER